

DCPHNS - Assessment Process

Step 1

The lead will need to complete the entire *Evidence Action Plan* except for the Scoring section. This is to be sent to Paul Watson the Monday of the week prior to the meeting that you will present. The action plan will be sent out with the meeting agenda to be reviewed by the group prior to the meeting. The lead will also need to gather the appropriate evidence to be shown at the meeting.

Step 2

Present your *Evidence Action Plan*. You will have 5 minutes to explain the evidence that you have collected during the meeting.

Step 3

The group will have 5 minutes to discuss the action plan provided and score it as Strong, Weak, or None Available/Not Acceptable.

Step 4.a

If the group scores the action plan as Strong, the Lead will need to mark the *Evidence Action Plan* as Strong, make any necessary corrections, and email the final version to Paul Watson with the criteria labeled in the subject line. The Lead will also need to email evidence gathered as backup to Paul Watson with the criteria labeled in the subject line.

Step 4.b

If the group scores the action plan as Weak or None Available/Not Acceptable, the Lead will need to mark the Evidence Action Plan as such, complete the scoring section with recommendation, make any other necessary changes, and email the final version to Paul Watson with the criteria labeled in the subject line. The Lead will also need to email evidence gathered as backup to Paul Watson with the criteria labeled in the subject line. Lastly, the lead is required to complete a *Strengthening Evidence Action Plan* within 7 days of the date of presentation. This is to be sent electronically to Paul Watson and will be reviewed by the group at the end of the initial grant period (July) or before if time permits.

Scoring Definitions:

Strong – Evidence gathered is acceptable and no additional information is needed

Weak – Some missing or incomplete evidence available, needs additional information

None Available/Not Acceptable – No evidence or extremely vague evidence available